

## **AGENDA**

### **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, November 5, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, November 5, 2014 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### **TOWN COUNCIL REGULAR MEETING AGENDA**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

**MAYOR GREG BRYAN  
VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER JOHN RUETER  
COUNCILMEMBER CRAIG SANDERSON**

❖ *One or two Council Members may attend by telephone*

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

*Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*

*Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.*

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**A. Swearing-in of newly re-elected Council Members**

**B. Presentation from ADOT representatives Sonya Herrera and John Nichols regarding Grand Canyon National Park Airport**

#### **5. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.*

**A. Minutes of the Town Council Workshop and Regular Meeting on 10/15/14**

**B. Accounts Payable Billings**

**6. COMMITTEE REPORTS**

- A. Update on the Sports Complex Committee**
- B. Update on the Planning and Zoning Commission**

**7. ACTION ITEMS**

- A. Consideration, discussion, and selection of Mayor**
- B. Consideration, discussion, and selection of Vice Mayor**
- C. Consideration, discussion, and possible approval of purchase of blinker sign systems for 2 crosswalks**
- D. Consideration, discussion, and possible approval of 2015 Meetings Calendar**
- E. Consideration, discussion, and possible approval of Scope of Services from J2 Engineering for Tusayan Drainage Improvements**

**8. DISCUSSION ITEM**

Discussion of additional funding options for Tusayan Fire District (TFD)

**9. TOWN MANAGER'S REPORT**

**10. FUTURE AGENDA ITEMS**

**11. COUNCIL MEMBERS' REPORTS**

**12. MAYOR'S REPORT**

**13. MOTION TO ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this \_\_\_\_\_ day of October, 2014, at \_\_\_\_\_ pm in accordance with the statement filed by the Tusayan Town Council.

\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 5A

## **TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, October 15, 2014 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 5:05pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

Upon roll call, the following were present:

**MAYOR GREG BRYAN**

**VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER JOHN RUETER**

**COUNCILMEMBER CRAIG SANDERSON** - excused

Also present were:

Will Wright, Town Manager

Melissa Malone, Town Clerk

#### **3. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE**

##### **Chapter 6 – Animals**

Manager Wright introduced the animal regulations which are the Coconino County ordinances in Town of Tusayan format. This will be the starting point since we are contracting with the County for animal control.

The Council discussed the Chapter and made the following changes:

- Section 6.1.2 - add "Enforcement Agent" definition as listed under 6.2.2
- 6.1.2 – D. Remove "Town of Tusayan or"
- All sections – all references to "Ordinance" will be changed to "Chapter"
- 6.1.5 – "more than \$200" will be changed to "less than \$200"
- All definitions will be merged into a single section at the beginning of the chapter
- 6.3.4 – Section numbers referenced need to be added (Manager Wright will research where Class 1 and Class 2 misdemeanors apply.)

#### **4. MOTION TO ADJOURN**

Vice Mayor Montoya made a motion to adjourn the meeting at 5:37pm.

Councilmember Rueter seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

**I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on October 15, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.**

**DATED this 15<sup>th</sup> day of October, 2014**

\_\_\_\_\_  
**TOWN CLERK**

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, October 15, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 6:00pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**

**VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER JOHN RUETER**

**COUNCILMEMBER CRAIG SANDERSON**

Also present were:

Will Wright, Town Manager

Melissa M. Drake, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

None

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**Mayor's Proclamation of October 19-25, 2014 as Arizona Cities and Towns Week**

Mayor Bryan read the proclamation which was included in the Agenda Packet.

#### **5. CONSENT AGENDA**

Councilmember Fitzgerald asked a question about a payment to Willdan listing Stilo. Councilmember Fitzgerald asked that future similar payments have greater explanation in the Account Payable listing.

##### **A. Minutes of the Town Council Regular Meeting on 9/30/14**

##### **B. Accounts Payable Billings**

Vice Mayor Montoya made a motion to approve the Consent Agenda.

Councilmember Rueter seconded the motion and it passed on unanimous vote.

#### **6. COMMITTEE REPORTS**

##### **A. Update on the Sports Complex Committee**

Mayor Bryan updated the Council on the Grand Canyon School Board Meeting last night and a previous meeting with ADOT regarding utility easements at the sports complex. He stated that the School Board directed their legal counsel to seek additional information before they make a decision.

**i. Update on signage**

Manager Wright stated that he had a quote for a Park Rules sign and had a sample of the sign printed for each of the Councilmembers to review. Mayor Bryan suggested the header for the sign be changed to "Tusayan Sports Complex Rules" and to replace the word "Park" with "Complex" or "Facilities" throughout. The Council agreed. The Council discussed the location for the sign.

**ii. Update on survey for fill dirt/work**

Manager Wright stated that Woodson Engineering is in progress on this and is awaiting the results of the aerial survey.

**B. Update from the Planning and Zoning Commission**

The Planning and Zoning Commission will be meeting on October 23, 2014 to consider a Phase 2 design review at the Best Western Grand Canyon Squire Inn.

**7. ACTION ITEMS**

**Consideration, discussion, and possible approval of a Temporary Use Permit fee waiver request (\$50) from Grand Canyon Chamber and Visitors' Bureau for a "Trunk or Treat" event on October 31, 2014**

Manager Wright reviewed the request.

Vice Mayor Montoya made a motion to approve the fee waiver. Councilmember Rueter seconded the motion and it passed on unanimous vote.

**8. DISCUSSION ITEMS**

**A. Discussion of additional funding options for Tusayan Fire District (TFD)**

Manager Wright stated that the TFD requested that this item be tabled for tonight to allow them additional time to provide more information on actual expenditures, revenues, and funding opportunities.

Mayor Bryan asked the Council for specific questions to relay to the TFD for the next discussion.

Councilmember Sanderson requested actual financial information from TFD before discussing a possible increase of taxes.

Councilmember Fitzgerald requested financials for the last 2 years and how many months of each year they fall short.

Mayor Bryan requested information on what the TFD has cut in previous years to make their budget, how TFD will handle the retirement of Chief Evans within the next year, and how much money they are actually requesting.

Councilmember Rueter asked for a long term vision from the department.

**B. Update on crosswalk safety improvements**

Manager Wright stated that he and Mayor Bryan met with Audra Merrick with ADOT and she referred them to others within the department for specific information and help. Others within ADOT stated that the flag option, since it is considered experimental, would probably cost as much as placing the blinker signs at the crosswalks. Also, removal of some of the crosswalks would cost as much or more as installing the blinker signs. Installing the blinker signs in a phased project may be acceptable to ADOT. He stated that the current quote for the blinker signs is approximately \$7,000 per crosswalk.

**C. Update on status of land (and mapping requirements) for FEMA and Coconino County**

This information has already been provided to Woodson Engineering and is being incorporated into their project.

**D. Update on detention basins**

Manager Wright provided the Council a map showing the areas of discussion. He stated that he obtained the map from the Kaibab National Forest after meeting with the rancher, Jake Rogers, who is leasing the land. Mr. Rogers stated that there may be some opportunities for cooperation with the Town on this project.

The Council discussed the map and the possible locations of detention basins. Manager Wright will bring back information from J2 Engineering on their recommendations for the project.

**9. TOWN MANAGER'S REPORT**

The report was included in the packet. Councilmembers Fitzgerald, Sanderson, and Rueter asked for a few clarifications from Manager Wright.

**10. FUTURE AGENDA ITEMS**

- 11/5/14 – Swearing in of newly re-elected Councilmembers
- 11/5/14 – TFD discussion
- 11/5/14 – Action item on crosswalk blinker signs
- 11/5/14 - Action or discussion item on J2 project proposal
- 11/5/14 – request Commnet (and other companies) to present on broadband
- 11/5/14 – Request the National Park Service to discuss the \$100M loan and services which may be cut



## 11. COUNCIL MEMBERS' REPORTS

Vice Mayor Montoya will not be at the November 19<sup>th</sup> meeting.

## 12. MAYOR'S REPORT

Mayor Bryan stated that on Monday, November 3<sup>rd</sup> at 1pm in the Coconino County Board of Supervisors Chambers there will be a kickoff meeting on the County's Multijurisdictional Hazard Mitigation Plan 5 Year Review and all Councilmembers are invited to attend. Mayor Bryan met with Coconino County Sheriff's Lt. Jim Coffey regarding getting the Marshall's car back into the middle of Town and the new deputy moved in today. At the last CPWAC meeting there was a presentation regarding water rights which was very interesting.

## 13. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn the meeting at 7:33pm.  
Councilmember Rueter seconded the motion and it passed on unanimous vote.

ATTEST:

\_\_\_\_\_  
Greg Bryan, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melissa M. Drake, Town Clerk

### CERTIFICATION

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on October 15, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 27<sup>th</sup> day of October, 2014

\_\_\_\_\_  
Town Clerk

ITEM NO. 7C



Will Wright &lt;tusayantownmanager@gmail.com&gt;

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**Town of Tusayan Flashing Light Signs**

1 message

**Nathan Reisner** <NReisner@azdot.gov>

Mon, Oct 20, 2014 at 10:28 AM

To: Will Wright &lt;tusayantownmanager@gmail.com&gt;

Cc: "Walter K. Link" &lt;WLink@azdot.gov&gt;, Audra Merrick &lt;AMerrick@azdot.gov&gt;

Mr. Wright,

I am following up our phone conversation last week with this email. ADOT Flagstaff District supports the Town of Tusayan installing the proposed solar powered blinker signs with the wireless activation button on SR 64 at the crosswalk in front of the IMAX Theater (MP 235.85) and the McDonalds (MP 235.734) this fiscal year. After the two proposed crosswalks have been installed for a year ADOT would like to work with the town to assess the blinker signs on the maintenance requirements and the functionality of the signs. If it is determined the signs are performing the way they are anticipated to, ADOT would then supports the Town in their wish to add the blinker signs to the other 3 crosswalks the next fiscal year.

We will require the Town of Tusayan to submit an encroachment permit application with the type of signs, activation style, and location. ADOT will not allow the push button type activation to be installed on an existing sign post. All locations of the push button must be ADA accessible.

If you have any questions or need any assistance please feel free to give me a call.

Thanks,

**Nate Reisner, P.E.****District Development Engineer**

1801 S. Milton Rd., Mail Drop F568

Flagstaff, AZ 86001-6311

928-779-7545

www.azdot.gov)



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ITEM NO. 7D

# January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> New Year's Day	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Council Workshop & Meeting	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> MLK Day	<b>20</b>	<b>21</b> Council Meeting	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> Planning & Zoning Commission Mtg	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

2015

# February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Council Workshop & Meeting	5	6	7
8	9	10	11	12	13	14
15	16 Presidents' Day	17	18 Council Meeting	19	20	21
22	23	24 Planning & Zoning Commission Mtg	25	26	27	28

2015

# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Council Workshop & Meeting	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Council Meeting	19	20	21
22	23	24 Planning & Zoning Commission Mtg	25	26	27	28
29	30	31				

2015

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Council Workshop & Meeting	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Council Meeting	16	17	18
19	20	21	22	23	24	25
26	27	28 Planning & Zoning Commission Mtg	29	30		

2015



# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Council Workshop & Meeting	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> Planning & Zoning Commission Mtg	<b>20</b> Council Meeting	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> Memorial Day	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

2015

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b> Council Workshop & Meeting	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Council Meeting	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Planning & Zoning Commission Mtg	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

2015

# July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
					Independence Day Holiday	Independence Day
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
			Council Workshop & Meeting			
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
		Planning & Zoning Commission Mtg				

2015

# August

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2015

Council Workshop  
& Meeting

Council Meeting

Planning & Zoning  
Commission Mtg

# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Council Workshop & Meeting	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16 Council Meeting	17	18	19
20	21	22 Planning & Zoning Commission Mtg	23	24	25	26
27	28	29	30			

2015

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Council Workshop & Meeting	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Council Meeting	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> Planning & Zoning Commission Mtg	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

2015

# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Council Workshop & Meeting	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18 Council Meeting	19	20	21
22	23	24 Planning & Zoning Commission Mtg	25	26 Thanksgiving	27 Holidays	28
29	30					

2015

# December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Council Workshop & Meeting	3	4	5
6	7	8	9	10	11	12
13	14	15 Planning & Zoning Commission Mtg	16 Council Meeting	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31		

2015



ITEM NO. 7E

## **Scope of Services for Tusayan Drainage Improvements**

**J2 Engineering & Environmental Design, LLC.**

**October 30, 2014**

The purpose of this project is to identify several projects that may be incorporated into the Town of Tusayan's Capital Improvement Project (CIP) program to assist with flood mitigation within the town limit. The projects have been set up to be independent of each other (the Town can select which projects to move forward with based on available funding). The potential projects include the following:

### **Task 100 – Aerial Mapping for Town of Tusayan**

Topographic mapping of the Town (and outlying area containing potential retention basins) will serve as the basis of design for potential drainage improvement projects as well as future developments, utilities, etc. It is recommended that the topographic mapping be developed for 1' or 2' contour interval. If the Town would like to consider utilizing two-dimensional modeling in the future, then more stringent mapping standards may be required. The Flood Control District of Maricopa County (FCDMC) has established mapping standards for two dimensional modeling projects.

The proposed topographic survey will require establishment of ground control to match the Town's required datum. The proposed ground control shall be approved by the Town, and aerial mapping firm prior to flight.

It is our understanding that the Town is in the process of obtaining survey/aerial mapping for the Town and area northeast of Town (retention basin sites). This data will be available for use by the design team.

### **Task 200 – Installation of Rain Gage**

It is recommended that a rain gage may be installed at the Town complex or airport to record precipitation data for Tusayan. Precipitation data is a key component of developing hydrologic models that predict the rainfall/runoff response of the watershed. Hydrologic analyses previously developed for the Town have not accurately predicted the rainfall/runoff response of the watershed. The gage would provide data for future engineering studies/designs. J2 may coordinate the installation of a recording rain gage or the Town may independently administer this task. It is recommended that the gage be integrated with Coconino County. The estimated cost of the rain gage (including installation) is approximately \$6000.

### **Task 300 – Design of Retention Basins/Stock Tanks**

It is recommended that retention basins/stock tanks be constructed at the locations identified by the Forest Service. The purpose of the basins is to collect and store storm water runoff contributing to the Town of Tusayan. Discussions with Forest Service personnel indicate that they have completed the environmental permitting for the conceptual basin configuration previously developed by the Town. The attached figure shows the locations of the retention basins. In addition, the grazing allotment holder, represented by Jake Rodgers, may be interested in partnering with the Town on the construction

and maintenance of the basins/stock tanks. The basins/tanks may have a multi-use purpose serving as both flood control structures for the Town and water supply structures for livestock.

It is recommended that geotechnical testing be performed at the basin sites to determine depth to bedrock, soil gradation, embankment design parameters, etc. J2 may retain a geotechnical sub-consultant to perform this work task or the Town may administer this task independently.

J2 will develop construction documents for the proposed retention basins/stock tanks. Each tank will be independently designed (some details may be generic to all basins). The construction documents will include topographic mapping (provided by the Town), grading plan sheet, geometry plan sheet, embankment details, outlet details, etc.

Preliminary discussions with Will Wright, Tusayan Town Manager, indicated that the Town may pursue design and construction of three tanks during the initial phase of the project. They would be basins/tanks No.1, 2, and 6 (as identified in the Forest Service report). J2 will prepare quantities, cost estimates, and specifications for each basin. The cost to develop site plans for three basins/tanks is \$24,400 (exclusive of geotechnical testing).

#### **Task 400 – Storm Drain Improvements**

J2 will design storm drain improvements at RP Drive from Canyon Plaza Lane to Memory Lane. The proposed improvement alternatives may include the following: 10' X 3' RCBC, 8' X 4' RCBC, or 3 – 42" pipe culverts. The Town would be required to provide as-built documents and/or pothole information for existing utilities, etc. J2 will prepare a set of construction documents (plans, specification, and estimates) for the proposed drainage improvements. The project may require excavation of a channel in the existing meadow (Thurston Property) in order to "daylight" the storm drain. The cost to develop construction documents for the storm drain expansion is \$18,000 (cover sheet, summary sheet, two plan/profile sheets, waterline relocation sheet, and detail sheet. This does not include the cost of supplemental survey, potholing, and unidentified utility relocations.

#### **Task 500 – Development of Development Ordinances (Drainage)**

It is recommended that the Town initiate development ordinances. This task will be addressed in the future by the Town.

J2 Engineering & Environmental Design, LLC  
 4649 E Cotton Gin Loop Suite B2  
 Phoenix, Arizona 85040

**Tusayan Capital Improvement Projects  
 Engineering Hours  
 October 30, 2014**

Element	Project Principal	Design Manager	Senior Project Engineer	Project Engineer	Engineer/ Designer	Drafter/ Technician	Clerical/ Administrative	TOTAL
Rain Gage Installation (Lump Sum Cost)								
Retention Basin Design	0	8	22	40	64	104	0	238
Retention Basin No.1	0	4	10	16	24	40	0	94
Retention Basin No. 2	0	2	6	12	20	32	0	72
Retention Basin No.3	0	2	6	12	20	32	0	72
Storm Drain Design	0	8	16	24	32	40	0	120
RP Drive Storm Drain Design	0	8	16	24	32	40	0	120
Total Engineering Workhours	0	16	38	64	96	144	0	358

J2 Engineering & Environmental Design, LLC  
4649 E. Cotton Gin Loop Suite B2  
Phoenix, Arizona 85040  
(602) 438-2221

DERIVATION OF COST PROPOSAL  
Engineering Summary

ESTIMATED DIRECT LABOR:

Classification	Estimated Workhours	Average Hourly Rate	Labor Costs
Project Principal	0	\$ 180.00	\$ -
Design Contract Manager	16	\$ 140.00	\$ 2,240.00
Senior Project Engineer	38	\$ 120.00	\$ 4,560.00
Project Engineer	64	\$ 110.00	\$ 7,040.00
Engineer/Designer	96	\$ 100.00	\$ 9,600.00
Drafter/Technician	144	\$ 90.00	\$ 12,960.00
Clerical/Administrative	0	\$ 55.00	\$ -
	358		\$ 36,400.00

Total Estimated Labor: \$ 36,400

ESTIMATED DIRECT EXPENSES:

(Listed by Item at Estimated Actual Cost - NO MARKUP)

Reproduction	\$0
Rain Gage/Installation	\$6,000
Messenger	\$0
Mileage (Personal Auto)	\$0
Travel and Per Diem	\$0
Presentation Materials	\$0

Total Estimated Direct Expenses: \$ 6,000

ESTIMATED OUTSIDE SERVICES AND CONSULTANTS:

(Listed by Firm or Name at Estimated Cost to you - No Markup)

Task

Geotechnical Engineering (for Basins)	performed by Town	\$ 0
Potholing (for storm drain)	performed by Town	0
Supplemental Survey (for storm drain)	performed by Town	0

\$ 0

TOTAL ESTIMATED COST: \$ 42,400

  
J2 Engineering & Environmental Design, LLC

10/30/14  
DATE

ITEM NO. 9

## MANAGER'S REPORT

November 5, 2014

- I. ADMINISTRATION: 1) Staff heard back from ASRS that December 1, 2014 should be the effective date for the town to join the State Retirement System; 2) work on the town hall sidewalks was stopped on October 28<sup>th</sup> by ADOT due to a lack of their approval, which we're currently working on with them; and 3) a ten (10) foot evergreen tree was planted in the northern roundabout.
- II. ADOT – Town is having sign frame constructed that will house the three service organization signs on the posts that has the Gateway Community sign on it. The steps by the Trading Post along Highway 64 have been completed. The Council will consider ADOT's email to phase in the blinker signs at the northern crosswalk as well as the crosswalk by McDonalds. TAPCO gave a bid of about \$7,500 per crosswalk for the blinker signs.
- III. BROADBAND – Town staff signed a copy of the Commnet Service Agreement for the 5 megs of service scheduled to start November 15<sup>th</sup>. Staff continues to consider alternatives to improve broadband services for the community.
- IV. CDBG – Staff, including Rick Schuller of Woodson, met with ADOT staff and continues to work with both the School District and ADOT representatives to determine an easement to extend utilities to serve the proposed restroom facility.
- V. COMMUNITY PARK – Woodson is putting a design and build bid together for the grading and dirt work for the baseball and soccer fields.
- VI. COUNCIL FOLLOWUP: a) Staff received the Sports Complex sign from Northern Arizona Signs (NOAZ) and will be installing it soon. Council can see where the sign will be installed along the driveway for ease of seeing these rules.
- VII. DEVELOPMENT/P&Z MEETING –Woodson continues to draft the Subdivision Regulations for the town, while Willdan has submitted a draft of the Zoning Code. The Best Western Premier Grand Canyon Squire Inn received Design Review approval for two more building that are a part of their approved Master Plan, namely: 1) the new Laundry Room of 4,777 square feet building; and 2) the exterior modification of the 3000 building (about 11,775 sq. ft.) which were approved at the October 28<sup>th</sup> P&Z meeting.
- VIII. DRAINAGE – J2 Engineering continues to put together a plan for moving forward with drainage improvement projects for the town to construct on FS lands and in town.
- IX. ELECTIONS – The initiative to have the mayor elected directly by the people with other conditions will be voted on at the General Election on November 4, 2014. The new Councilmembers will be sworn in at the November 5, 2014 meeting.
- X. MUNICIPAL CODE – Staff put together the Municipal Code in binders and presented to the Council. Council will now work through this as scheduled
- XI. PUBLIC OUTREACH – 1) Fire District representatives are coming to discuss funding alternatives with the Council; 2) staff invited Commnet to visit with Council about their future plans; and 3) staff also invited a representative from the National Park Service to review what is occurring in the park regarding Xanterra and contracted services.
- XII. STILO – Stilo and the Town are waiting for the Forest Service to approve a Cost Recovery Agreement, which will ultimately be brought to the Council for their review and approval. The Forest Service is currently working to find sufficient personnel in order to process this request.